



ProFrac Services Vendor Invoice Submission Requirements

Send ALL ProFrac Invoices, Account Statements and Payment Inquiries to:

Email: ap@profrac.com

Mail: ProFrac Services, LLC
Accounts Payable
333 Shops Blvd, Ste 301
Willow Park, TX 76087

ProFrac uses OCR software to read vendor invoices as they are received in the ap@profrac.com email. Please follow our Invoice Submission Requirements below to ensure your invoices are processed without issue.

Invoices that do not meet submission requirements will be rejected until resubmitted correctly.

Invoice Submission Requirements:

- ALL invoices MUST be submitted as a PDF document.
- Each invoice must be submitted as a separate PDF file. Do not send multiple invoices in one pdf file.
- All invoices must have a ProFrac PO number on the first page. Only one PO number per invoice, do not combine billing for multiple PO's on the same invoice.
- Invoices must include ALL relevant info and itemization/description of services being invoiced. Sending additional documents containing info not on the invoice is not sufficient as our OCR system only processes invoices, not BOL's, packing slips, delivery tickets, etc.
- Delivery/Destination/Location of service address MUST be included on the invoice.
- BOL's/packing lists and quotes/estimates should be in their own file. Do not attach them to the invoice being submitted for processing.
- **Do not send an invoice multiple times.** This causes duplication errors in our system and will delay/prevent your invoices from being processed and paid timely.
- Please send an account statement instead of invoices if you are inquiring about receipt of invoice or payment. ProFrac will request copies of invoices if needed.
- Only send invoices to ap@profrac.com. If your invoices are not sent to ap@profrac.com they will not be processed. If sent to an additional email other than AP, it may be processed twice creating a duplication issue and delaying processing of your invoice.